

*City of Alexandria, Virginia*  
*Department of Planning & Zoning*

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**SPECIAL USE PERMIT CERTIFICATE**

Article XI, Division A, Section 11-510 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia requires that you display this Special Use Permit in a conspicuous and publicly accessible place. A copy of the list of conditions associated with the special use permit shall be kept on the premises and made available for examination by the public upon request.

Special Use Permit	SUP #2016-0103
Approved by Planning and Zoning:	February 13, 2017
Permission is hereby granted to:	Church Schools in the Diocese of Virginia, St. Stephens and St. Agnes School
to use the premises located at:	1000 St. Stephens Road
for the following purpose:	see attached report

It is the responsibility of the Special Use Permit holder to adhere to the conditions approved by City Council. The Department of Planning and Zoning will periodically inspect the property to identify compliance with the approved conditions. If any condition is in violation, the permit holder will be cited and issued a ticket. The first violation carries a monetary fine. Continued violations will cause staff to docket the special use permit for review by City Council for possible revocation.

February 13, 2017

Date

KARL MORITZ/AD

Karl Moritz, Director  
Department of Planning and Zoning

DATE: February 13, 2017

TO: Alex Dambach, Division Chief  
Land Use Regulatory Services, Department of Planning and Zoning

FROM: Ann Horowitz, Urban Planner III  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2016-0103  
Administrative Review for a Minor Amendment  
Use: Private Academic School  
Applicant: Church Schools in the Diocese of Virginia, St. Stephen's and St. Agnes School represented by Duncan Blair, Esq.  
Location: 1000 St. Stephens Road  
Zone: R-8, R-12

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#### **Request**

Special Use Permit #2016-00103 is a request to amend SUP #2000-00049 to expand the enrollment of the existing high school campus of the St. Stephen's School and St. Agnes, 1000 St. Stephens Road by 20 percent from 450 students to 480 students. There are no additional proposed changes, including the number of employees, hours of operation, or the physical facility. The college preparatory private school has a 29-acre campus that contains one to two story buildings used as a high school and an auditorium as well as athletic facilities. The property is zoned R-8 and R-12 with the zone boundary running through the building. The applicant also operates an elementary and middle school at different locations in Alexandria.

#### **Background**

St. Stephen's and St. Agnes School was created by the merger of two separate schools in 1991. It has operated a campus at this site since 1957. The campus has been granted several SUP approvals for various expansions and building additions since that time. Most recently, DSUP #2000-00049 granted the school approval to construct its auditorium in its current configuration and to increase its enrollment from 430 to 450 students. A recent SUP inspection revealed compliance with all SUP conditions.

#### **Parking**

The campus has a total of 228 parking spaces. A high school is required to provide one parking space for every 10 classroom seats. A 480 student school would require 48 parking spaces. This facility satisfies the parking requirements of the Zoning Ordinance.

#### **Community Outreach**

Public Notice was provided through eNews, via the City's website, and by posting a placard at the site. In addition, the Seminary Hill Association and the Seminary Ridge Civic Association have been informed of the new restaurant application. Staff has not received any comments or concerns related to the request.

**Staff Action**

Staff supports the request for the minor expansion of school enrollment by 30 students. The large campus with its buildings positioned near its center, away from nearby residences, would not be likely to impact the surrounding neighborhood with the addition of these 30 students. The campus has adequate parking and physical capacity for these students without the need for changes to operations.

Conditions have been carried forward and, several conditions have been amended and added to reflect modern condition language. Staff has deleted conditions that has specifically related to construction of the auditorium and have been satisfied.

Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION – DEPARTMENT OF PLANNING AND ZONING:**

Date: February 13, 2017

Action: Approved

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Alex Dambach, Division Chief

Attachments: 1) Special Use Permit Conditions  
2) City Department Comments  
3) Statement of Consent

**CONDITIONS OF SPECIAL USE PERMIT #2016-0103**

The owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. **CONDITION AMENDED BY STAFF:** This special use permit (~~DSUP#2000-0049~~) shall supersede all prior SUP and DSUP approvals (SUP#2193D, SUP95-0081, DSUP#99-0007, ~~and DSUP#99-0058~~) and DSUP#2000-0049 involving the subject site. (P&Z) (~~SUP#95-0081~~) (~~DSUP#99-0007~~)
2. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z) (SUP#2193D) (SUP#95-0081) (DSUP#99-0007)
3. **CONDITION AMENDED BY STAFF:** Student enrollment shall be limited to four hundred eighty (480) students. (PC) (~~SUP#95-0081~~) (~~DSUP#99-0007~~)
4. **CONDITION SATISFIED AND DELETED:** ~~No lights for outdoor sports activities shall be installed, including the soccer field. (P&Z) (SUP#597) (SUP#95-0081) (DSUP#99-0007)~~
5. The use of any kind of sound system on the soccer field site is prohibited. (CC) (SUP#1234) (SUP#95-0081) (DSUP#99-0007)
6. The applicant shall not enlarge the existing bleachers on the athletic field. (P&Z) (SUP#2193D) (SUP#95-0081) (DSUP#99-0007)
7. No sports activities are permitted on the athletic field after 9:00 P.M. nightly. (P&Z) (SUP#2193D) (SUP#95-0081) (DSUP#99-0007)
8. No music or amplified sound shall be heard at the property line between the hours of 9:00 P.M. and 7:00 A.M. At other times, amplified sound shall be operated so as to minimize the impact of sound on adjoining property owners and used in strict accordance with the City of Alexandria's Noise Ordinance. (PC) (SUP#2193D) (SUP#95-0081) (DSUP#99-0007)
9. **CONDITION AMENDED BY STAFF:** The storage buildings shall be remain stained or painted and shall be screened with landscaping to provide a year-round visual barrier from the adjacent properties on the west and northwest. This screening will be achieved within 24 months of planting to the satisfaction of the Deputy Director of P&Z. (CC) (~~SUP#2193D~~) (~~SUP#95-0081~~) (~~DSUP#99-0007~~)
10. **CONDITION AMENDED BY STAFF:** Any exterior lighting on the storage buildings shall be directed on to the structure on which it is attached. All lights shall be equipped with sensor devices which cause light activation only in the presence of human beings. All exterior lights shall be approved by the ~~Deputy~~ Director of P&Z. (CC) (~~SUP#2193D~~) (~~SUP#95-0081~~) (~~DSUP#99-0007~~)
11. All landscaping and screening shall be maintained in good condition. (P&Z) (SUP#95-0081) (DSUP#99-0007)

12. **CONDITION AMENDED BY STAFF:** Use of the ~~proposed~~ auditorium building shall be limited to St. Stephen's & St. Agnes school related activities, including, but not limited to, academic, religious, and cultural uses, as requested by the applicant. The proposed auditorium building shall not be rented or used for commercial activities. (P&Z) (PC) ~~(SUP#95-0081) (DSUP#99-0007)~~
13. **CONDITION AMENDED BY STAFF:** Evening uses of the ~~proposed~~ auditorium building shall end no later than 11:00 P.M. (PC) ~~(SUP#95-0081) (DSUP#99-0007)~~
14. **CONDITION AMENDED BY STAFF:** St. Stephen's and St. Agnes School will notify the President of the Seminary Ridge Civic Association at least thirty (30) days prior to all scheduled evening activities in the ~~proposed~~ auditorium building, and will not schedule the use of the auditorium building on evenings on which other activities are scheduled on the upper school campus. (PC) ~~(SUP#95-0081) (DSUP#99-0007)~~
15. **CONDITION AMENDED BY STAFF:** School grounds staff shall police and control trash and litter from students on school grounds, ~~as agreed to by the applicant.~~ (P&Z) ~~(SUP#95-0081) (DSUP#99-0007)~~
16. **CONDITION AMENDED BY STAFF:** Garbage, trash and litter generated by the school shall be collected Monday through Friday, ~~as agreed to by the applicant.~~ (P&Z) ~~(SUP#95-0081) (DSUP#99-0007)~~
17. The applicant shall have a school employee or contract employee monitor all parking areas after late evening events in order to keep down the noise level by students and visitors. (P&Z) (SUP#95-0081) (DSUP#99-0007)
18. **CONDITION SATISFIED AND DELETED:** ~~Any inconsistencies between the various drawings submitted by the applicant shall be reconciled to the satisfaction of the Director of P&Z and the Director of T&ES. (P&Z) (SUP#95-0081) (DSUP#99-0007)~~
19. **CONDITION SATISFIED AND DELETED:** ~~Preserve and protect as many of the existing significant trees (15" or greater) as possible under the proposed plan, to the satisfaction of the City Arborist. (P&Z) (SUP#95-0081) (DSUP#99-0007)~~
20. **CONDITION SATISFIED AND DELETED:** ~~Provide tree protection along limits of clearing to the satisfaction of the City Arborist. Tree protection to be installed and approved before any demolition or construction begins. (Recreation) (SUP#95-0081) (DSUP#99-0007)~~
21. **CONDITION SATISFIED AND DELETED:** ~~The exterior elevations of the proposed auditorium building shall not include any openings through which sound could be transmitted. (P&Z) (SUP#95-0081) (DSUP#99-0007)~~

22. **CONDITION AMENDED BY STAFF:** All roof top heating, ventilation & air conditioning (HVAC) equipment shall be remain located away from the adjacent residential properties and screened, to the satisfaction of the Director of P&Z. (P&Z) (~~SUP#95-0081~~)(~~DSUP#99-0007~~)
23. All trash dumpsters shall be screened from adjacent properties to the satisfaction of the Director of P&Z. (P&Z) (SUP#95-0081) (DSUP#99-0007)
24. **CONDITION SATISFIED AND DELETED:** ~~Separate final site plans shall be permitted to be submitted for the site improvements and for the auditorium. Construction on the site improvements, including parking and landscaping, shall commence prior to commencement of the 2001 school year. Construction on the auditorium shall commence before September 16, 2003. (SUP #95-0081) (PC) (DSUP#99-0007)~~
25. **CONDITION SATISFIED AND DELETED:** ~~All new downspouts shall be connected directly to storm sewer and/or new foundation drains and not to an existing foundation drain. (T&ES) (SUP#95-0081) (DSUP#99-0007)~~
26. **CONDITION SATISFIED AND DELETED:** ~~Within five years of the approval of DSUP#2000-0049 if an undergrounding program is established for St. Stephen's Road involving contributions from affected property owners, the applicant shall participate in such program for the purpose of undergrounding the overhead wires serving the school's properties at 1068 St. Stephen's Road. (T&ES) (SUP #95-0081) (PC) (DSUP#99-0007)~~
27. **CONDITION AMENDED BY STAFF:** Lighting in the parking lot, drop-off loop and walkways, shall be maintained to the satisfaction of the of the Director of T&ES, and shall not shine into residential areas. ~~All final site plans shall include a lighting plan showing existing and proposed street lights and site lights. Indicate the type of fixture, and show mounting height, and strength of fixture in Lumens or Watts. Provide manufacturer's specifications for the fixtures. Provide lighting calculations to verify that lighting meets City Standards. (P&Z) (SUP#95-0081) (DSUP#99-0007)~~
28. **CONDITION SATISFIED AND DELETED:** ~~The applicant shall attach a copy of the final released site plan to each building permit document application and be responsible for insuring that the building permit drawings are consistent and in compliance with the final released site plan prior to review and approval of the building permit by the Departments of Planning and Zoning and Transportation and Environmental Services. (P&Z) (SUP#95-0081) (DSUP#99-0007)~~
29. **CONDITION SATISFIED AND DELETED:** ~~Modify the proposed building design to remove the steeple/bell tower feature shown on the proposed auditorium building elevation plans. In the event that the applicant seeks a variance for the bell tower from the Board of Zoning Appeals and the Board approves such variance, the applicant shall be permitted to modify the approved development plans to include the steeple/bell tower feature at that time. (P&Z) (DSUP #2000-00049)~~

30. **CONDITION SATISFIED AND DELETED:** ~~The applicant shall transplant all existing trees that are located within the area of disturbance of the new proposed auditorium location which were recently planted in conjunction with the construction of the library addition. To the extent possible, the trees shall be relocated to areas within the scope of the auditorium, or on-site locations, to the satisfaction of the Directors of P&Z and RP&CA. (P&Z) (DSUP #2000-00049)~~
31. **CONDITION SATISFIED AND DELETED:** ~~Developer The applicant shall comply with the peak flow requirements of Article XIII of city's zoning ordinance. (T&ES) (DSUP #2000-00049) (P&Z)~~
32. **CONDITION SATISFIED AND DELETED:** ~~The storm water Best Management Practices (BMPs) required by this project shall be constructed and installed under the direct supervision of the design engineer or his/her designated representative. The design engineer shall make a written certification to the City that the Best Management Practices are constructed and installed as designed and in accordance with the approved final site plan. In addition, aggregate layers and collector pipes may not be installed unless said engineer or his/her representative is present. (T&ES) DSUP #2000-00049~~
33. **CONDITION SATISFIED AND DELETED:** ~~The developer shall furnish the owner with an Operation and Maintenance Manual for all Best Management Practices on the project. The manual shall include at a minimum an explanation of the functions and operations of the BMP and any supporting utilities, catalog cuts on any mechanical or electrical equipment, a schedule of routine maintenance for the BMP and supporting equipment, and a copy of maintenance agreement with the city. (T&ES) (DSUP #2000-00049)~~
34. **CONDITION SATISFIED AND DELETED:** ~~Plan must demonstrate to the satisfaction of director of T&ES that adequate stormwater outfall is available to the site or else developer is to design and build any on or off site improvements to discharge to an adequate outfall. (T&ES) (DSUP #2000-00049)~~
35. **CONDITION SATISFIED AND DELETED:** ~~Show all existing and proposed easements, both public and private. (T&ES) (DSUP #2000-00049)~~
36. **CONDITION SATISFIED AND DELETED:** ~~Provide structural details for proposed retaining walls. (T&ES) (DSUP #2000-00049)~~
37. **CONDITION SATISFIED AND DELETED:** ~~Provide clean out on existing sanitary lateral. (T&ES) (DSUP #2000-00049)~~
38. **CONDITION SATISFIED AND DELETED:** ~~Prior to the release of any final site plan, provide a Traffic Control Plan for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging. (T&ES) (DSUP #2000-00049)~~





39. **CONDITION SATISFIED AND DELETED:** ~~The applicant is to consult with the Crime Prevention Unit of the Alexandria Police Department regarding locking hardware and alarms for the entire school. (Police) (DSUP #2000-00049)~~
40. **CONDITION SATISFIED AND DELETED:** ~~Contact the Crime Prevention Unit of the Alexandria Police Department to conduct a security survey of the school and grounds, and for safety programs for the students. (Police) (SUP#95-0081) (DSUP#99-0007)~~
41. **CONDITION SATISFIED AND DELETED:** ~~A security survey is to be completed for the construction trailers when they arrive on the site. (Police) (DSUP #2000-00049)~~
42. Any proposed building or structure adjacent to the property lines of 3970, 4000 and 4004 Ft. Worth Avenue shall be set a minimum of one hundred and fifty (150) feet from the property line. (City Council) (DSUP #2000-00049)
43. **CONDITION AMENDED BY STAFF:** St. Stephen's and St. Agnes School will ~~provide~~ shall maintain additional landscaping (mounds and planting), as needed, to screen the parking lot and the headlights of cars within the parking and driveway areas from the adjacent single family homes on Sharp Place and Fort Worth Avenue. This landscaping is to be to the satisfaction of the Director of P&Z and the City Landscape Architect. The identification of any additional landscaping will take place in cooperation with the affected home owners and in consultation with the representatives of the SRCA. (PC) (DSUP #2000-00049)
44. **CONDITION SATISFIED AND DELETED:** ~~In the event a bell tower is included as part of the auditorium construction, the applicant shall develop, in consultation with the SRCA, a written protocol which will govern the ringing of any bell located in the proposed bell tower of the auditorium. The protocol shall be submitted to the Director of P&Z for approval. The adopted protocol shall be deemed a condition of the special use permit. (PC) (DSUP #2000-00049)~~
45. **CONDITION ADDED BY STAFF:** The applicant shall require its employees who drive to use off-street parking. (T&ES)
46. **CONDITION ADDED BY STAFF:** The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
47. **CONDITION ADDED BY STAFF:** The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
48. **CONDITION ADDED BY STAFF:** The Director of Planning and Zoning shall review

the Special Use Permit one year after approval, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the Director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, or (c) the Director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

#### **IV. CITY DEPARTMENT COMMENTS**

Legend: C - code requirement R - recommendation S - suggestion F - finding

##### Transportation & Environmental Services:

##### **Findings:**

1. Per the zoning ordinance, the applicant is required to supply 48 spaces (1 space for every 10 seats). The applicant's current use supplies 228 spaces, which exceeds the requirement of the zoning ordinance. (T&ES)
2. The generation of additional waste water flow due to the increase in the number of students will not require the completion of a sanitary sewer adequate outfall analysis per the City of Alexandria requirements. (T&ES)
3. OEQ and Transportation have no comments. (T&ES)

##### **Conditions:**

1. The applicant shall require its employees who drive to use off-street parking. (T&ES)
2. The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
3. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)

##### **City Code Requirements:**

1. The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
2. The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
3. Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from

May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)

Fire Department:

No comments or concerns with increase in student population.

Code Enforcement:

No comments received.

Health Department:

No comments received.

Recreation, Parks and Cultural Activities:

No comments received.

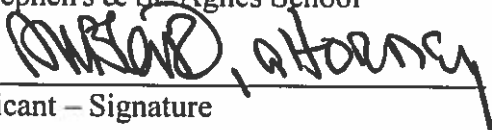
Police Department:

No comments received.

## STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2016-00103. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the school at 1000 St. Stephens Road.

Church Schools in the Diocese of Virginia  
St. Stephen's & St. Agnes School

By:   
Applicant – Signature

Date: February 15, 2017

Church Schools in the Diocese of Virginia  
St. Stephen's & St. Agnes School

Duncan W. Blair, Attorney  
Applicant – Printed

Date: February 15, 2017